HMIS for IYHP

Extra Steps for IYHP programs to enroll clients (after entering a client/household into HMIS Central intake and enrolling them in your IYHP program):

(Remember to add the type of degree being sought in the comments section under the question, "Currently in school or working on any degree or certificate?" in the Additional Client Profile)

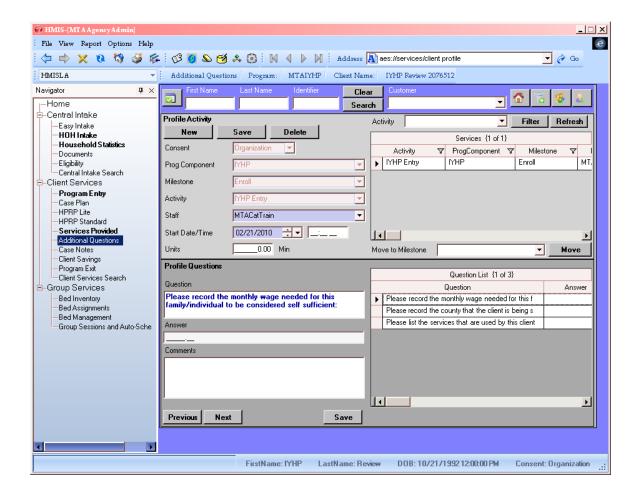
At Entry (1 extra step):

You will need to go to the Additional Questions page to fill out the IYHP Entry questions:

In Profile Activity container:

- 1. Click on New
- 2. Verify the Consent/Prog Component/Milestone
- 3. In the Activity dropdown locate "IYHP Entry"
- 4. The date of Program Entry should be the same as "Start Date/Time" on this page

- 1. Verify that the IYHP Entry activity is selected in the grid above.
- 2. Navigate through to answer the questions regarding Self Sufficiency income and County served and services used by client.



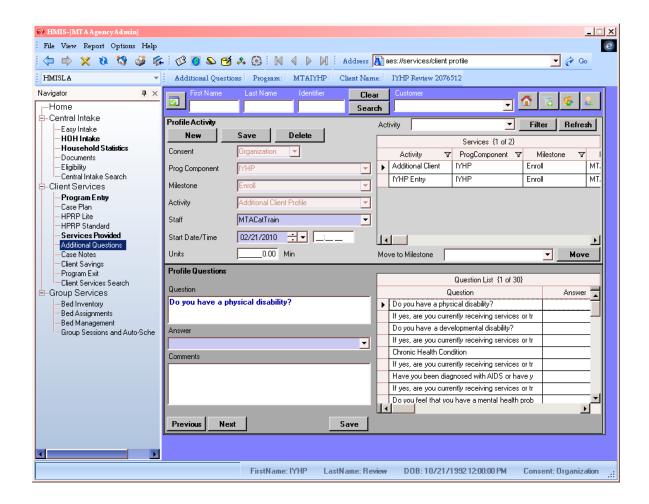
At 12 month review (2 extra steps):

You will need to go to the Additional Questions page to fill out the IYHP 12 month review and Additional Client Profile questions.:

In Profile Activity container:

- 1. Click on New
- 2. Verify the Consent/Prog Component/Milestone
- 3. In the Activity dropdown locate "Additional Client Profile" (These are the yearly review data elements that HUD requires and will be similar to the Entry questions)
- 4. Set the date of the 12 month review as the "Start Date/Time"

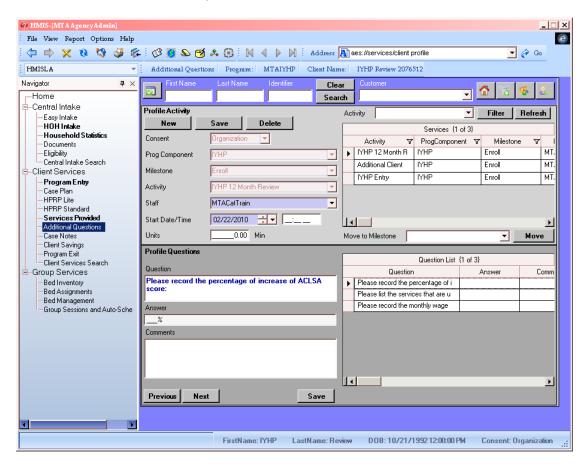
- 1. Verify that the Additional Client Profile activity is selected in the grid above.
- 2. Navigate through to answer the questions.



In Profile Activity container:

- 1. Click on New
- 2. Verify the Consent/Prog Component/Milestone
- 3. In the Activity dropdown locate "IYHP 12 Month Review"
- 4. Set the date of the 12 month review as the "Start Date/Time"

- 1. Verify that the IYHP 12 Month Review activity is selected in the grid above.
- 2. Navigate through to answer the questions regarding ACLSA score increase, services used by client and self sufficiency.



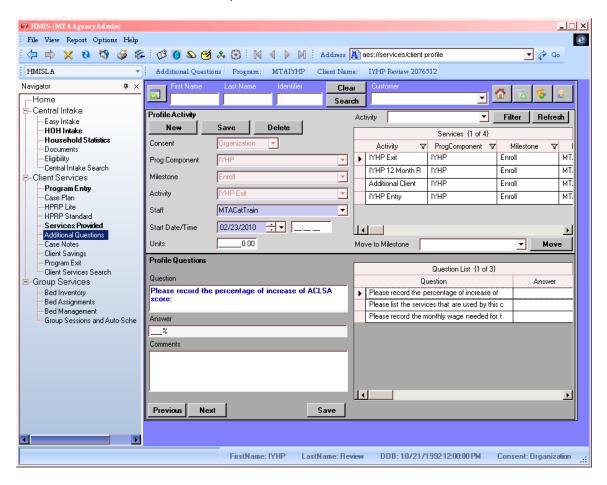
At Exit (1 extra step):

You will need to go to the Additional Questions page to fill out the IYHP Exit questions prior to exiting the client from the program:

In Profile Activity container:

- 1. Click on New
- 2. Verify the Consent/Prog Component/Milestone
- 3. In the Activity dropdown locate "IYHP Exit"
- 4. The date of Program Entry should be the same as "Start Date/Time" on this page

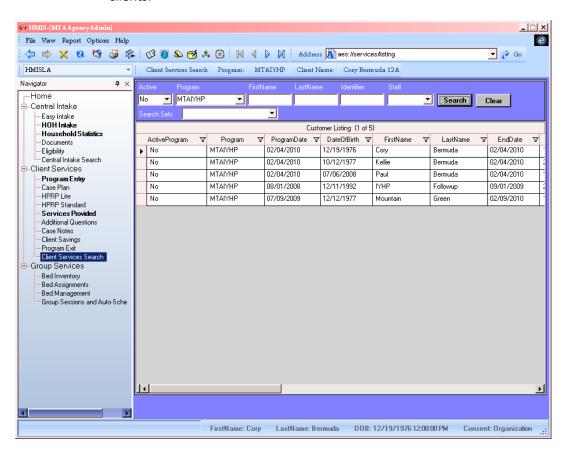
- 1. Verify that the IYHP Exit activity is selected in the grid above.
- 2. Navigate through to answer the questions regarding ACLSA score increase, services used by client and self sufficiency.



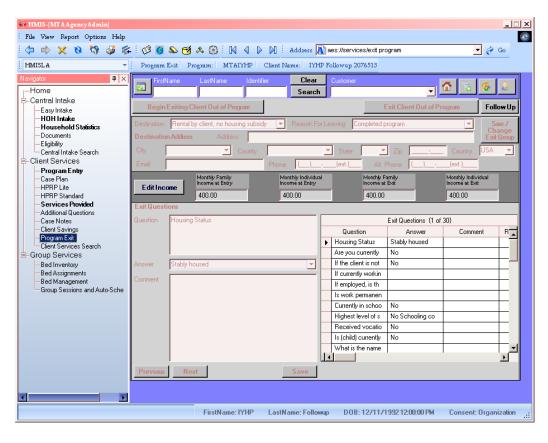
At 6 month follow up:

6 months after a client has been exited from and IYHP program there is a follow up done to determine housing status:

- 1. Locate the client in the Client Services Search under Client Services.
 - a. Choose "Active" = No
 - b. Choose "Program" = Your IYHP program
 - c. The first 2 steps will show you all exited clients; you may enter your clients First and/or Last name to narrow down your search further if you have a large number of exited clients.



- 2. Highlight your client's record and navigate to the Program Exit page.
 - a. Click on the Follow Up button in the upper right.



- 3. In Follow-up Activity container:
 - a. Click on New
 - b. Verify the Consent/Prog Component/Milestone
 - c. In the Activity dropdown locate "IYHP Follow Up"
 - d. Set the follow up date as the "Start Date/Time"
- 4. In Follow-up Questions container:
 - a. Verify that the IYHP Follow up activity is selected in the grid above.
 - b. Answer the current housing status question.

